

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE
(Expires 01/28/2013)

RETENTION INCENTIVE JUSTIFICATION CHECKLIST

1. Employee Name: _____ 2. Organization: _____
3. Title, Pay Plan, Grade, Step, Salary: _____
4. Percentage of Pay Recommended: _____%
5. Performance Rating: _____ Dated: _____
6. Justification. See attached instructions. Also include the basis for the amount, period of payment and service period. *Attach to this checklist and note number of pages*_____.
7. All signatures required for approval.

1. Recommending Official	Date	2. Director	Date
3. Human Resources Division Manager	Date	4. Director, Policy and Administration	Date
5. Deputy Commissioner, Policy, Administration and Budget	Date	6. Deputy Commissioner, Operations	Date
7. Deputy Commissioner, External and Intergovernmental Affairs	Date	8. Commissioner (if required)	Date

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INSTRUCTIONS FOR RETENTION INCENTIVE JUSTIFICATION CHECKLIST

1. A Service Agreement is NOT required for retention incentives.
2. The percent of salary recommended, whether other pay or non-pay incentives are provided, training and orientation time for full productivity, or other relevant factors should be considered before requesting an incentive.
3. Each of the following **must** be addressed in the justification:

A. Qualifications of Employee/Employees.

- (1) What are the unusually high or unique skills required for the position(s)?
- (2) What are the unusually high or unique qualifications of the employee(s)? or
- (3) What are the special needs of Reclamation that make it essential to retain the employee(s)?
- (4) How would the loss of the employee(s) impact Reclamation's ability to carry out an important activity or perform a function essential to Reclamation's mission?
- (5) What is the turnover rate for position(s) and how has it impacted Reclamation's mission?

B. The Success of Recent Recruitment Efforts.

- (1) How many times has the position been advertised?
- (2) How long did the vacancy announcement(s) remain open?
- (3) What was the area of consideration used for each vacancy announcement?
- (4) How many well qualified applicants applied for each vacancy announcement?
- (5) How many job offers were extended, if any?
- (6) What is the acceptance rate for applicants?

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- (7) What is the average length of time it normally takes to fill these types of positions?

C. Labor Market Factors.

- (1) Is there a lack of available candidates in the labor market who could, after a reasonable orientation period, perform the full range of duties and responsibilities?
- (2) What are the salary ranges being offered by other employers?
- (3) What are the benefits packages being offered by other employers?

D. Indications Management has that the Employee is Likely to Leave Federal Service.

E. Other Incentives for Which This Individual has Been Nominated.

- (1) Type of incentive.
- (2) Amount of incentive.
- (3) Reasons for that incentive.
- (4) Associated Service Agreement from: _____ to _____